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DDP
55-3112

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Increase in Office of Training
Personnel Ceiling.

1. This memorandum contains recommendations submitted for DE/S approval. Such recommendations are contained in paragraph 6.

2. Activation of Agency-wide foreign language incentive and development programs, approved in principle by the Career Council and to be prescribed in Regulations Nos. [REDACTED] (now in process of coordination), will place a very sizable additional burden on the Office of Training in the testing and recording of employee proficiency. In addition, the actual language instruction will create a need for more on-board instructors or for contractual arrangements for this training.

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3. OTR memorandum of 7 June 1956 (See Tab A), requests eight (8) additional slots and ceiling authorizations to meet the demands of the programs. Three of the positions (Pars. 3a, b and c of OTR memo) are necessary for the language proficiency testing activities incident to the program. One position, a laboratory technician (Par. 4 of OTR memo) is requested to operate and maintain the equipment in a second laboratory operated by the Language and External Training School. This Staff concurs in the need for these four positions, assuming that the necessary regulations will be published to initiate the programs.

4. This Staff is currently studying the language and area training situation to determine the efficiency, security and economy of Agency conducted courses versus contract training. Therefore, this Staff suggests, with the concurrence of OTR, that the request for two scientific linguist positions and two clerical supporting positions (Pars. 4a and b and Par. 5 of OTR memo) be suspended pending the outcome of the study mentioned above.

5. Comments of the Office of Personnel and the Comptroller are attached (See Tabs B and C).

6. It is recommended that, subject to publication of Regulations Nos. [REDACTED]

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APW/5 subject

a. The ceiling of OTH be increased by four and the following positions be established on the T/O of that Office.

1 Scientific Linguist	GS-0195.01-13
1 Scientific Linguist	GS-0195.01-11
1 Clerk Typist	GS-0322.01-05
1 Electronic Technician	GS-1671.03-07

b. The request for two linguists and two supporting clerk/typists be suspended pending the outcome of a study of this activity.

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Chief, Management Staff

ATTACHMENTS:

Tab A - Proposal
Tab B - Concur. of Pers.
Tab C - Concur. of Budget

The recommendations in paragraph 6 are Approved:

17 Jan 57
Date

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L. K. WHITE
Deputy Director
(Support)

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*The four positions to be charged against the DD/S "other" category.

Mgt/S/SRM:ee (16 August 1956)

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